

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV00411622  
POSITION NO: 241728  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 03/14/16  
CLOSING DATE: 03/25/16

DEPARTMENT NAME / WORKSITE: Navajo Gaming Regulatory Office, Window Rock, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AC64A  
WORK HOURS: 8A-5P; on-call PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 46,238.40 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 22.23 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under direction, performs work of moderate difficulty in managing and maintaining the computer network and servers; troubleshoots computer and network problems and ensures the network is available when needed; advises others on network and computer problems; Configures, installs and monitors local area network (LAN), wide area network (WAN); ensures back-up of systems; configures and maintains routers, switches and enables virtual local area network (VLAN) and various network services; tests and implements new network services; tests, recommends and implements new network services; develops and maintains documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and makes necessary adjustments for optimal performance; researches and makes changes to network for improvements; analyzes user needs and develops recommendations, manages network accounts; monitors logs; maintains and troubleshoots network printer and file services; prepares and maintains current network and server configuration and procedure documentation. Provide technical assistance when required. Performs related work as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Computer Information Technology, Computer Science or related field; and two (2) years of system configuration, design, implementation and troubleshooting and firewall and remote systems.

**Preferred Qualifications:**

- A Bachelor's degree in Computer Information Technology, Computer Science or related field.
- Two (2) years systems administration experience on Microsoft Windows servers, Network Certification from Cisco or related fields.
- Voice over IP (VoIP) training.

**Special Requirements:**

- Must possess or be able to obtain a gaming license from the the Navajo Gaming Regulatory Office and certification from the State of Arizona.
- Must possess a valid state drivers license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of principles, practices and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; knowledge of network devices such as routers, hubs, and switches; knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications, and computer operating systems; skill in providing technical support to users; ability to troubleshoot and solve a wide variety of computer network problems; ability to respond to computer user needs in a positive and professional manner.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**